

Gateway

Guide to the pension data file
(generic input file)



Who should use these guidelines?

Please only follow these guidelines if your payroll software determines your auto enrolment outputs.

We also assume the following.

- Your payroll does the categorisation.
- Any postponement dates are calculated within the payroll.
- All contribution deductions are calculated within the payroll.
- Your payroll determines auto enrolment.
- The column headings in your file exactly match those set out under ‘What should the pension data file contain?’ (although the order’s not prescriptive).
- Your CSV file is comma delimited.

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What is a pension data file (generic input file)?

You use this file to import your employee and contribution information into our employer Gateway system.

It's a CSV file showing details of your employees, along with contributions from employees who are members of the Scheme and your contributions. You generate it from your payroll and upload it to our employer Gateway system each pay period.

How do I prepare my pension data file?

Once you've run your payroll, you'll need to generate a **.csv** file containing all your employees' details, plus details of the contributions that need to be deducted from employees and from you, as the employer.

What should the pension data file contain?

Here's a list of the data items your pension data file must contain (although they don't have to be in this order). Leave fields blank (where this is allowed) if there's no data to put in.

Please consult our 'Common errors and warnings guide' or the 'Member matching guide' if you have any problems during the file upload process.

Item no	Header	Mandatory?	Format	Explanation
1	Forename 1	Yes	Maximum of 40 characters	Letters, spaces, hyphens and apostrophes are allowed. Please don't use initials.
2	Forename 2	No	Maximum of 40 characters	Include if it's in the data. Letters, spaces, hyphens and apostrophes are allowed. Please don't use initials.
3	Surname	Yes	Maximum of 40 characters	Letters, spaces, hyphens and apostrophes are allowed. Please don't use initials.
4	NINO	No	AA000000A	National Insurance number. The last letter must be A, B, C or D. If you don't know an employee's National Insurance number, please leave this field blank.
5	STARTDATE	Yes	DD/MM/YYYY	The employee's employment start date must be a valid calendar date.
6	Title	Yes		See appendix 1 for the list of allowed titles.
7	DOB	Yes	DD/MM/YYYY	The employee's date of birth must be a valid calendar date. Please ensure the employee isn't under 16 or over 90.
8	SEX	Yes	M or F	'Male' and 'Female' are also allowed.

Item no	Header	Mandatory?	Format	Explanation
9	PAYROLLNO	Yes	Maximum of 25 characters	The unique employee ID.
10	PAYSTART	Yes	DD/MM/YYYY	The pay period start date must be a valid calendar date and not more than one month in the future from today's date.
11	PAYPERIOD	Yes	Numeric (maximum of 2 digits)	The tax period (for example, 3 or 53).
12	PAYFREQ	Yes	Any of the following options are allowed: <ul style="list-style-type: none"> • Weekly • Fortnightly • Four weekly • 4 weekly • Monthly • Quarterly • Four Four Five • 4 4 5 	The pay frequency.
13	ENROL DATE	Yes, in first pay period contributions are deducted No, after that	DD/MM/YYYY	The enrolment date – the first date the employee joined the Scheme – must be a valid calendar date and not more than one month in the future from today's date.
14	POSTPONEMENT DATE	Yes, in first pay period postponement is used No, after that	DD/MM/YYYY	The last date of the postponement/deferral period must be a valid calendar date and not more than four months in the future from today's date. The postponement date can't be before 01/10/2012.
15	ASSESSMENT	Yes	Any of the following options are allowed: <ul style="list-style-type: none"> • Eligible jobholder • Non-eligible jobholder • Entitled worker • Worker 	Mandatory for all employees in each payroll file.

Item no	Header	Mandatory?	Format	Explanation
16	ADDRESS 1	Yes	Maximum of 100 characters	Letters, numbers, hyphens and spaces are allowed.
17	ADDRESS 2	No	Maximum of 100 characters	Include if it's in the data. Letters, numbers, hyphens and spaces are allowed.
18	ADDRESS 3	No	Maximum of 100 characters	Include if it's in the data. Letters, numbers, hyphens and spaces are allowed.
19	ADDRESS 4	No	Maximum of 100 characters	Include if it's in the data. Letters, numbers, hyphens and spaces are allowed.
20	ADDRESS 5	No	Maximum of 100 characters	Include if it's in the data. Letters, numbers, hyphens and spaces are allowed.
21	POSTCODE	Yes	Alphanumeric (maximum of 8 characters including one space)	Letters, numbers, hyphens and spaces are allowed.
22	EMAIL	No, but please provide an email address if postal address isn't in the UK	Alphanumeric (maximum of 100 characters)	A personal email address is preferred. The email address must be in a valid format, containing the '@' symbol and the domain name.
23	SAL SACRIFICE	Yes	Y or N	'Y' if employee makes contributions through salary sacrifice, 'N' if not.
24	EE CONTS	No	0.00, no £ symbol	The employee's gross (before tax) contributions, excluding AVCs where possible. This value can't be negative.

Item no	Header	Mandatory?	Format	Explanation
25	ER CONTS	No	0.00, no £ symbol	The employer's gross contributions. This value can't be negative.
26	AVCs	No	0.00, no £ symbol	Gross additional voluntary contributions (AVCs). This value can't be negative.
27	OPTIN	No	DD/MM/YYYY	The opt-in date – the date opt-in is effective for payroll – must be a valid calendar date and not more than one month in the future from today's date. If an employee has opted in, there should be an enrolment date to confirm. The opt-in date can't be before 01/10/2012.
28	OPTOUT	No	DD/MM/YYYY	The opt-out date must be a valid calendar date and not more than one month in the future from today's date. The opt out date can't be before 01/10/2012.
29	GROSS PAY	Yes	0.00, no £ symbol	The employee's total gross earnings. This value can't be negative.
30	EXIT DATE	No	DD/MM/YYYY	The exit date – the date the employee leaves employment (or date of death) – must be a valid calendar date and not more than one month in the future from today's date. The exit date can't be before 01/10/2012.

Item no	Header	Mandatory?	Format	Explanation
31	EE CONT %	No	0.00, no % symbol	The employee's contribution rate. This value can't be negative.
32	ER CONT %	No	0.00, no % symbol	The employer's contribution rate. This value can't be negative.
33	PAY CODE	Yes	Alphanumeric (maximum of four characters)	The four-character code identifying each payroll (also known as the payroll code). You can find this under the 'Payroll information' section on the employer settings page in Gateway.
34	ER CODE	Yes	Alphanumeric (maximum of four characters)	The four-character code identifying each employer (also known as the employer code). We supply this.
35	SCHEME CODE	No, but preferred	Numeric (three characters)	We issue the Scheme code (also known as the contribution model code) during the sign-up process. See appendix 2 for more information.
36	PENSIONABLE EARNINGS	Yes	0.00, no £ symbol	The earnings used to calculate contributions during the pay period. This amount can't be negative.

Appendix 1 – Titles

These are titles that will pass validation.

Code	Code
Air Commodore	Major
Air Vice Marshall	Major General
Baron	Mother
Baroness	Mr
Brigadier	Mrs
Canon	Ms
Captain	Master
Commodore	Mx
Commander	Professor Dame
Colonel	Prof
Dame	Professor Lord
Dowager Countess	Professor Sir
Dr	Rabbi
Earl	Reverend
Eur In Dr	Reverend Dr
Eur Ing	Reverend Professor
Executors of	Sheriff
Group Captain	Sir
His Honour	Sister
His Honour Judge	Squadron Leader
Honourable	The Honourable
Lady	The Reverend
Lieutenant	The Honourable Sir
Lord	The Ven
Lieutenant Colonel	The Right Honourable Sir
Lieutenant Commander	The Rt Revd Lord
Misc	The Very Revd
Miss	Wing Commander

Appendix 2 – Scheme tier codes for different contribution models

Also known as ‘Contribution model codes’, ‘Scheme tier codes’ or ‘Plan codes’. You choose these when you sign up. You can see them in your Plan summary.

Code	Definition of pensionable earnings	Contribution levels
101	Qualifying	3% employer and 5% employee.
102	Basic	4% employer and 5% employee.
103	Basic	6% employer and 3% employee.
104	Basic	Total contributions of 10% or more.
105	Basic	Flexible rates starting at 4.5% for employer and employees